



# **AFLCMC/WF Air Force Security Assistance and Cooperation (AFSAC) Directorate**

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**U.S. AIR FORCE**

## **Logistics Applications - Online Requisitioning (A01 & Mass Upload) Tutorial**

**AFSAC Schoolhouse**

**DSN 674-2642**

**(937) 904-2642**

**Last revised: May 2016**

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***Integrity ⬇ Service ⬇ Excellence***



# Description

## Online Requisitioning

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- **Two ways to do Online Requisitioning**
  - A01 Requisitioning
  - Mass Online Requisitioning (A01 requisition file upload)
- **Tools provide basic Online Requisitioning functions over the web to USAF and International Partners around the world**



# AFSAC Online Home Page

## <https://afsac.wpafb.af.mil>

AFSAC Online

Apps

Resources

Help

Sign In / Register



Sign In

Sign In

Register for an Account

Reset Password

U.S. Air Force photo by Staff Sgt. Nick Wilson

## AFSAC Online

Supporting Worldwide Partnerships

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended.





# AFSAC Online Feedback/Technical Assistance

## AFSAC Online

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### Briefings

[AFSAC Online Overview](#)  
[LOR: LOR Automation CCM](#)  
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### Tutorials

[LOR: LOR Automation Tool](#)  
[Logistics: App Suite - Catalog](#)  
[Logistics: App Suite - Reqn Hist](#)  
[Logistics: Controlled Exception Viewer](#)  
[Logistics: Open Doc # Query](#)  
[Logistics: Online Req](#)  
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[Logistics: Open Daily NMCS](#)  
[Logistics: Open Req Status](#)  
[SDR: Online Tools Overview](#)  
[SDR: Submission Tool](#)  
[SDR: Customer Query](#)  
[SDR: Monthly Report](#)  
[Report.Web](#)

### Leave Feedback

U.S. Air Force photo by Staff Sgt. Nick Wilson

## AFSAC Online

Supporting Worldwide Partnerships

AFSAC  
visibility

**Leave "Feedback" under the Help area to document questions/comments about AFSAC Online tools.**





# **Online Requisitioning Tool - Entering and Submitting an A01 Requisition(s) Tutorial**

**Use this Tutorial, to learn “How To” use  
the Online Requisitioning tool.**



# AFSAC Online - “A01” Online Requisitioning Tool

## AFSAC Online

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### PROS

### WWRS

### LOR

### Metrics

### Logistics

Open Document Number Query  
A01 Requisition Input  
Mass Requisition Input  
FMS Repair Replace Cross Ref List  
Daily NMCS Report  
Open Requisition Status  
CLSSA Reporting  
Controlled Exception Viewer  
Applications Suite

### Financial

CASE Financial Dashboard  
CASE Execution Assessment Tool  
Annual Price Change Data  
Financial Analysis Tracker  
Reimbursable Budget Authority Report

### Tech Orders

Tech Order Index  
Tech Order Financial Report  
ITO Submission  
FETODS Download History

### SDR

Submission Wizard  
Customer Query  
Monthly Report

The **A01 Requisition Input** Tool is accessed under the Apps link in AFSAC Online.

## AFSAC Online

### Supporting Worldwide Partnerships

AFSAC Online offers a range of business applications providing customers with visibility into their country programs.



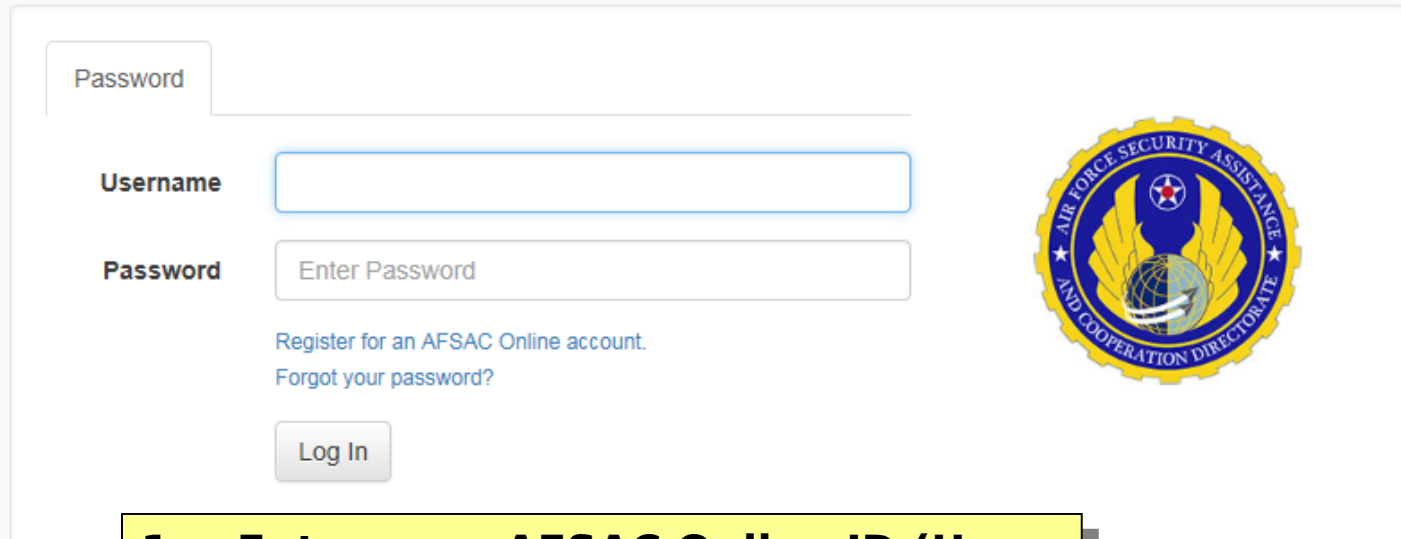




# AFSAC Online Login - Online Requisitioning Tool



## AFSAC Online Login



The login form is titled "AFSAC Online Login". It contains the following elements:

- A "Password" label above a text input field.
- A "Username" label above a text input field.
- A "Password" label above a text input field with the placeholder text "Enter Password".
- Two links: "Register for an AFSAC Online account." and "Forgot your password?".
- A "Log In" button.
- A circular seal on the right side of the form, featuring a globe and the text "AIR FORCE SECURITY ASSISTANCE AND COOPERATION DIRECTORATE".

- 1. Enter your AFSAC Online ID (User name) and Password to access the Online Requisitioning tool.**
- 2. Then press "Enter" or click "Log In" button.**

**NOTE: AFSAC Online will limit the user from viewing only their own country's data.**



# A01 Requisition Input Screen

AFSAC Online

Apps

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Help

## A01 Requisition Input

Routing ID \*

Routing ID

Stock No \*

Stock Number

Unit of Issue \*

Unit of Issue

Quantity \*

Quantity

Doc No \*

Document Number

Demand

Demand

Supp Addr \*

Supp Address

Line \*

Line

Project Code

Project Code

Priority \*

Priority

RDD/NMCS

RDD/NMCS

Advice

Advice

Process

Process

Special

Special

Unit Price

Unit Price

**When the “A01 Requisition Input” screen appears, first fill-in each of the data fields for your requisition.**

\* Required Field

Add to Queue

Reset





# A01 Requisition Input Screen

AFSAC Online

Apps

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Help

## A01 Requisition Input

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>	Line *	<input type="text" value="Line"/>
Project Code	<input type="text" value="Project Code"/>	Priority *	<input type="text" value="Priority"/>
RDD/NMCS	<input type="text" value="RDD/NMCS"/>	Advice	<input type="text" value="Advice"/>
Process	<input type="text" value="Process"/>		
Unit Price	<input type="text" value="Unit Price"/>		

\* Required Field

**Then, click the “Add to Queue” button, only after all your required data has been entered for your A01 requisition.**



# A01 Requisition Input Screen

AFSAC Online

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## A01 Requisition Input

<b>Routing ID *</b>	<input type="text" value="Routing ID"/>	<b>Stock No *</b>	<input type="text" value="Stock Number"/>
<b>Unit of Issue *</b>	<input type="text" value="Unit of Issue"/>	<b>Quantity *</b>	<input type="text" value="Quantity"/>
<b>Doc No *</b>	<input type="text" value="Document Number"/>	<b>Demand</b>	<input type="text" value="Demand"/>
<b>Supp Addr *</b>	<input type="text" value="Supp Address"/>	<b>Line *</b>	<input type="text" value="Line"/>
<b>Project Code</b>	<input type="text" value="Project Code"/>	<b>Priority *</b>	<input type="text" value="Priority"/>
<b>RDD/NMCS</b>	<input type="text" value="RDD/NMCS"/>		
<b>Process</b>	<input type="text" value="Process"/>		
<b>Unit Price</b>	<input type="text" value="Unit Price"/>		
<b>* Required Field</b>			
<input type="button" value="Add to Queue"/>		<input type="button" value="Reset"/>	

Those data elements with an asterisk (\*) after their names are “Mandatory Fields” and at a minimum must be entered to complete the A01 requisition input.



# A01 Requisition Input Screen

AFSAC Online

Apps

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Help

## A01 Requisition Input

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Doc No *	<input type="text" value="Document Number"/>
Unit Price	<input type="text" value="Unit Price"/>	Bypass Code	<input type="text" value="Bypass Code"/>

\* Required Field

The next few screens are going to describe the data fields.

**Routing ID (RIC)** - This is a 3-digit mandatory data field that represents the Source of Supply (SoS) who will fill the A01 requisition. If you enter FNH, SAMIS will change it to the correct RIC during the batch process.



# A01 Requisition Input - Routing ID

## Routing Identifier Code (Manager Submitted)

A 3 position code that identifies a specific supply and distribution source to its military service or government ownership and geographic location. "FNH" or "FWW" can be used for automatic routing or select the appropriate RIC, as well as the applicable Routing Media Process code, for manual routing to a source of supply.

RIC	Location
FNH	SAMIS
FWW	WORLD WIDE WAREHOUSE
AKZ	US ARMY TANK-AUTOMOTIVE CMD WARREN, MI 48397-5000
AN5	NEW CUMBERLAND ARMY DEPOT NEW CUMBERLAND, PA 17070-5001
AQ5	XU DISTRIBUTION DEPOT SAN JOAQUIN TRANS OFC PO BOX 960001 STOCKTON CA 95296-0130
A12	DIR MATL MGMT USA SSCOM KANSAS ST BLDG 3 NATICK MA 01760-5000
A25	XP ARMY WAR RESERVE SUPPORT COMMAND MATERIEL MGMT TEAM CUMBERLAND PA 17070-5001
B14	DIRECTOR ARMAMENT AND CHEM ACQ LOG ACTY ATTN AMSTA-AC-NMLP ROCK ISLAND IL 61299-7630
B16	US ARMY CECOM ATTN DIR OF MAT MGT FT MONMOUTH NJ 07703-5000

**By clicking on the name of each data element, you can look at a help screen pertaining to that data field.**



# A01 Requisition Input - Stock Number



line Resources ? Help

## Stock Number

Also referred to as the National Stock Number (NSN). A 13 or 15 position number assigned to each item of supply under the Federal Catalog. System. It consist of the 4 position Federal Supply Class (FSC) and the 9 position National Item Identification Number (NIIN). The Stock Numbers managed by the USAF can also include a 2 position Material Management Code (MMC).

Routin

Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>		

**Stock number** is made up of 3 parts; FSC, NIIN, and MMC. Not all stock numbers will have a MMC, but should have a FSC and NIIN.



# A01 Requisition Input - Unit of Issue

## Unit of Issue

A 2 position code identifying the type of unit under which the material is issued. The code must be applicable, according to the Federal Cataloging System, to the NSN entered in the Stock Number field.

AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board Foot
BG	Bag
BK	Book
BL	Barrel

**Unit of Issue** is a 2 digit code which indicates the measure of each unit. The most common unit is EA for each.

**IMPORTANT:** Make sure you know the unit of issue, so you receive the correct quantity desired.



# A01 Requisition Input - Quantity

ine Resources ? Help

## Quantity

A 5 position numeric indicating the specific number of units required of the NSN entered in the Stock Number field.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>		<input type="text"/>
Doc No *	<input type="text" value="Document Number"/>		<input type="text"/>

**Quantity** of items received will depend on the “Unit of Issue” and by the “Quantity”. Maximum quantity is 99,999 per requisition.





# A01 Requisition Input - Document Number

ne

Resources ? Help

## Document Number

A unique 14 position identification number assigned to a requisition. All subsequent correspondence and update transactions pertaining to the requisition will contain this number.

Position	What it is
1	US Military Service Code, always "D" for USAF managed requisitions.
2-3	Country Code, identifies the country initiating the requisition.
4	Mark For Code, designates the in-country address.
5	Delivery Term Code (DTC), designates the point where responsibility for movement passes from the country.
6	Type of Assistance Code (TAC), identifies the type of case.
7-10	Julian Date, the numeric number of days from the start of the year preceded by the last digit of the year. Must not be equal to or less than current date.
11-14	Serial Number, must be 0001-4999 for country submitted requisitions.

### Delivery Term Code (Position 5)

2	To a CONUS inland point (or overseas inland point when the origin and destination are both in the same geographic area)
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**The first position of the Document number is always a "D" for Air Force and cannot be changed.**

**The date field is also filled in for you. In this example, 6348 means Julian day 348 in 2016.**



# A01 Requisition Input - Demand Code

ne Resources ? Help

## Demand

Indicates to the source of supply if the order is recurring (R) or non-recurring (N) in terms of occurrences and quantities. Can also be blank.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>		

If this item will be requisitioned again in the future, select an "R" for a recurring demand.

The **"Demand"** is many times left blank.



# A01 Requisition Input - Supplementary Address

ne Resources ? Help

## Supp Address

6 position composite code

### FMS Country Service Code (position 1)

D	Air Force
B	Army
P	Navy
T	Other Agency

**The “Supp Address” is used to provide an alternate address for shipping.**

### Offer Release Code (position 2)

Advises shippers of actions required when material is ready for release.

### Freight Forwarder Code (position 3)

Code established in the MAPAD that provides the address of the freight forwarder responsible for movement of material to the purchasing country.

### Case Designator (position 4-6)

Identification code used for financial and logistical control of a specific Letter of Offer & Acceptance (LOA) between the USG and the FMS country.

\* Required Field

Add to Queue Reset



# A01 Requisition Input - Line Number

line Resources ? Help

## Line Number

Last 2 characters of the 3 position line(s) of the FMS case to which the cost of the material ordered on the requisition is charged.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>	Line *	<input type="text" value="Line"/>

**The last 2-digits of the line on the LOA that the requisition will be ordered against.**



# A01 Requisition Input - Project Code

line Resources ? Help

## Project Code

3 position code assigned by the USG to uniquely identify a specific program or project. Normally only assigned to System Sale cases.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>	Line *	<input type="text" value="Line"/>
Project Code	<input type="text" value="Project Code"/>		

The **project code** indicates a specific project being supported.

If no project is assigned, leave blank.



# A01 Requisition Input - Priority Code

## Priority Code

2 position code indicating the urgency of need of the material being requisitioned. The codes range from 02-15 and are based on the Force/Activity Designator assigned by the USG to each FMS country.

Routing ID \*

Routing ID

Stock No \*

Stock Number

Unit of Issue \*

Unit of Issue

Quantity \*

Quantity

Doc No \*

Document Number

Demand

Demand

Supp Addr \*

Supp Address

Line \*

Line

Project Code

Project Code

Priority \*

Priority

**Priority is assigned by the International Partner and the USG.**

**Priority helps determine how a requisition will be handled at SoS.**



# A01 Requisition Input - RDD/NMCS



## RDD/NMCS

RDDs are used to indicate the maximum time before the material must be available for shipment or that delivery of the material is required in a shorter timeframe than dictated by the priority designator. The valid RDD codes are A01 thru A99

NMCS Codes are used in place of the RDD to indicate a system or equipment that can't perform its mission and can't be made operational until the requisitioned item is available. The valid NMCS codes are NAA, NAC, NAD, NAE, NAF, NAG, NAH, NAJ, NAM, NAO, NAZ and 777.

Doc No *	Document Number
Supp Addr *	Supp Address
Project Code	Project Code
RDD/NMCS	RDD/NMCS

Demand	Demand
Line *	Line
Priority *	Priority
Advice	Advice

**NAA code is most commonly used to indicate Not Mission Capable Supply (NMCS) or Aircraft On Ground (AOG).**





# A01 Requisition Input - Advice Code

online Resources ? Help

## Advice Code

2 position code for transmitting instructions to the source of supply considered by the creator of the requisition to be essential to the desired supply action.

<b>Routing ID *</b>	<input type="text" value="Routing ID"/>	<b>Stock No *</b>	<input type="text" value="Stock Number"/>
<b>Unit of Issue *</b>	<input type="text" value="Unit of Issue"/>	<b>Quantity *</b>	<input type="text" value="Quantity"/>
<b>Doc No *</b>	<input type="text" value="Document Number"/>	<b>Demand</b>	<input type="text" value="Demand"/>
<b>Supp Addr *</b>	<input type="text" value="Supp Address"/>	<b>Line *</b>	<input type="text" value="Line"/>
<b>Project Code</b>	<input type="text" value="Project Code"/>	<b>Priority *</b>	<input type="text" value="Priority"/>
<b>RDD/NMCS</b>	<input type="text" value="RDD/NMCS"/>	<b>Advice</b>	<input type="text" value="Advice"/>



# A01 Requisition Input - Routing Media Process Code

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## Routing Media Process Code

1 position code that provides managers flexibility in specifying the type of routing, initial reporting and forwarding action that is desired on a requisition.

A	Routing ID assigned by SAMIS. Referral order is forwarded. Referral order listing is provided.
B	Routing ID assigned by SAMIS. Referral or passing order is forwarded. No status is forwarded. No referral order listing is provided.
C	Routing ID assigned by AFSAC. No referral or passing order is forwarded. No status is forwarded. No referral order listing is provided. (Will not get automatic follow-up).
D	Routing ID assigned by SAMIS. Referral or passing order is forwarded. Status forwarded. Referral order listing is provided.
E	Routing ID assigned by SAMIS. No referral or passing order is provided. Referral order listing is provided. Status to country.
F	Routing ID assigned by AFSAC. No referral or passing order is forwarded. No status is forwarded. Referral order listing is provided.
G	Routing ID assigned by AFSAC. No referral or passing order is forwarded. No status is forwarded. No referral order listing is provided.
K	Identifies requisition to be rejected to country.
M	Routing ID assigned by SAMIS. No referral or passing order is forwarded. Status is forwarded. Referral order listing is provided.

Routing

Unit of Iss

Doc

Supp A

Project

RDD/M

Pro

Unit



# A01 Requisition Input - Spooled

## Spooled

An indicator, used on requisitions for munitions or CAD/PAD items, to hold or release the order to the source of supply. If spooled the requisition is not released until the next semi-annual buy. If spooling isn't selected the requisition is released immediately to the source of supply.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>	Line *	<input type="text" value="Line"/>
Project Code	<input type="text" value="Project Code"/>	Priority *	<input type="text" value="Priority"/>
RDD/NMCS	<input type="text" value="RDD/NMCS"/>	Advice	<input type="text" value="Advice"/>
Process	<input type="text" value="Process"/>	Spooled	<input type="text" value="Spooled"/>



# A01 Requisition Input - Unit Price \$

Unit Price

Used by managers to override the SAMIS catalog price of the item being requisitioned. If blank the catalog price or default price is used to calculate the extend price of the requisition. Must be entered as dollars and cents without a decimal point.

Routing ID *	<input type="text" value="Routing ID"/>	Stock No *	<input type="text" value="Stock Number"/>
Unit of Issue *	<input type="text" value="Unit of Issue"/>	Quantity *	<input type="text" value="Quantity"/>
Doc No *	<input type="text" value="Document Number"/>	Demand	<input type="text" value="Demand"/>
Supp Addr *	<input type="text" value="Supp Address"/>	Line *	<input type="text" value="Line"/>
Project Code	<input type="text" value="Project Code"/>	Priority *	<input type="text" value="Priority"/>
RDD/NMCS	<input type="text" value="RDD/NMCS"/>	Advice	<input type="text" value="Advice"/>
	<input type="text" value="Process"/>	Spooled	<input type="text" value="Spooled"/>
	<input type="text" value="Unit Price"/>	Bypass Code	<input type="text" value="Bypass Code"/>

Can be left  
blank.



# A01 Requisition Input - Bypass Code



online

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## Bypass Code

One (1) position code used by managers to bypass selected standard and/or unique edits.

Type Case	Bypass Code	Error Code	Description
ALL	A	H099	(1)Document date must be equal to or less than today's date, but not over two years old. Not available for A02 requisitions.
		H037	(2)Condition code on case/line item is invalid. The line does not have condition code 'I'.
		H078	(3)Case funds not available. The result of current case/line orders and deliveries plus the value of the requisition is greater than the percentage cut-off value of the case/line.
		H194	(4)Requisition value exceeds country budget.
		H195	(5)Requisition value exceeds case budget.
		H196	(6)Requisition value exceeds line budget.
	B	H131	Blue-light special. Verify stock number requisitioned to discount offer. The first position of the case must be 'E', 'K', or 'R'. The project code must be '419' or '422' and there must be a valid catalog price. SAMIS will assign a freeze code of '4'. Not available with A02 requisitions.
	C		This bypass is applicable to non A02 country submitted requisitions that do not have a geopolitical code of 'FS'



# A01 Requisition Input - Add to Queue

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## A01 Requisition

At a minimum, the data fields with asterisks have to be filled in.

Routing ID *	<input type="text"/>	Stock No *	<input type="text"/>
Unit of Issue *	<input type="text"/>	Quantity *	<input type="text"/>
Doc No *	<input type="text"/>	Demand	<input type="text"/>
Supp Addr *	<input type="text"/>	Line *	<input type="text"/>
Project Code	<input type="text"/>	Priority *	<input type="text"/>
RDD/NMCS	<input type="text"/>	Advice	<input type="text"/>
Process	<input type="text"/>	Spooled	<input type="text"/>
Unit Price	<input type="text"/>	Bypass Code	<input type="text"/>
<input type="button" value="Add to Queue"/>		<input type="button" value="Reset"/>	

After the data fields are filled-in, click on the "Add to Queue" button.



# A01 Requisition Input - Add to Queue Confirmation

Process	<input type="text" value="Process"/>	Spooled	<input type="text" value="Spooled"/>
Unit Price	<input type="text" value="Unit Price"/>	Bypass Code	<input type="text" value="Bypass Code"/>
<small>* Required Field</small>			
<input type="button" value="Add to Queue"/>		<input type="button" value="Reset"/>	

**This screen confirms your requisition was added to the Requisition Queue.**

## Requisition Queue

REC	DIC	RIC	M&S Code	NSN	UI	Quan	Doc Number	Dem Code	Supp Addr	Sig Code	Dist Code	Line Item	Proj Code	Pri	RDD/ NMCS	Adv	Tran Day	Bypass Code	Rout Media Proc	Mod Tran	Unit Price
<input type="checkbox"/>	1	A01	SMS	U			6250014207257	EA	00001	D	25562167600	DA2	L	N	18	06		216		C	\$5,789.82

1 Result





# A01 Requisition Input - Submit or Delete

Process	<input type="text" value="Process"/>	Spooled	<input type="text" value="Spooled"/>
Unit Price	<input type="text" value="Unit Price"/>	Bypass Code	<input type="text" value="Bypass Code"/>
<i>* Required Field</i>			
<input type="button" value="Add to Queue"/>		<input type="button" value="Reset"/>	

## Requisition Queue

REC	DIC	RIC	M&S Code	NSN	UI	Quan	Doc Number	Dem Code	Supp Addr	Sig Code	Dist Code	Line Item	Proj Code	Pri	RDD/ NMCS	Adv	Tran Day	Bypass Code	Rout Media Proc	Mod Tran	Unit Price
<input type="checkbox"/>	1	A01	SMS	U			6250014207257	EA	00001	D	25562167600	DA2	L	N	18	06	216			C	\$5,789.82

1 Result

Submit

Delete

**Click the “Submit” button to submit your requisition request to SAMIS, or click Delete button to remove selected requisition from the Queue.**



# A01 Requisition Input - Delete Requisition

Process	<input type="text" value="Process"/>	Spooled	<input type="text" value="Spooled"/>
Unit Price	<input type="text" value="Unit Price"/>	Bypass Code	<input type="text" value="Bypass Code"/>
<small>* Required Field</small>			
<input type="button" value="Add to Queue"/>		<input type="button" value="Reset"/>	

Requisition(s) removed from queue.



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# **Online Requisitioning Tool - Entering and Submitting Mass Requisition(s) Tutorial**

**Use this Tutorial, to learn “How To” use  
the Online Requisitioning tool for  
uploading mass requisitions.**



# AFSAC Online - Online Requisitioning Tool

## AFSAC Online

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Open Document Number Query  
A01 Requisition Input  
Mass Requisition Input  
FMS Repair Replace Cycles Ref List  
Daily NMCS Report  
Open Requisition Status  
CLSSA Reporting  
Controlled Exception Viewer  
Applications Suite

### Financial

CASE Financial Dashboard  
CASE Execution Assessment Tool  
Annual Price Change Data  
Financial Analysis Tracker  
Reimbursable Budget Authority Report

### Tech Orders

Tech Order Index  
Tech Order Financial Report  
ITO Submission  
FETODS Download History

### SDR

Submission Wizard  
Customer Query  
Monthly Report

The “A01” **Mass Requisition Input** Tool is accessed under the Apps link in AFSAC Online.

## AFSAC Online

### Supporting Worldwide Partnerships

AFSAC Online offers a range of business applications providing customers with visibility into their country programs.



gt. Nick Wilson



# Mass Requisition Input

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**Air Force Security Assistance Center**  
Wright Patterson AFB, Ohio 45433

## A01 Requisition Mass Upload

This process allows the user to upload a group of requisitions to SAMIS via AFSAC Online. These requisitions will NOT go to your shopping cart but will be transmitted directly to SAMIS. The only edits performed on the upload are to make sure the requisition is an A01 and the user has authority to submit for a particular country. Within a few minutes you should receive an e-mail showing the rejected records and the number of records that were accepted. You can then correct the day by using the Open

1. Ensure your requisitions are in the proper 80 column MILSTRIP format. Click here for sample file.
2. Upload the file

**1. Enter the file name of the mass upload file or search for the file by clicking on the "Browse" button.**

**2. Click the "Upload File" button.**

**Note: Make sure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file or an Excel ".prn" (space delimited format) file.**

**Note: Review the Process Desk Guide for "Uploading Mass Requisition Files" on the FLO Information page on AFSAC Online for a more detailed explanation of this process.**



# Practice

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## Now it is your turn:

- If you have some A01 requisitions that need to be entered into the system, then use your own AFSAC Online user ID and password, and enter your requisitions using the A01 Requisition Input tool.